

alzheimer's  association®

**Staff –
Volunteer
Harassment
Policy and
Procedures**

August 2018

I. VISION AND POLICY

The Alzheimer's Association is committed to providing an environment free from harassment and discrimination. The Alzheimer's Association strictly prohibits harassment and discrimination based on race, color, religion, gender, age, national origin, ethnic background, sexual orientation, gender expression, gender identity, genetic predisposition, a physical or mental disability, veteran status, marital status or any other characteristic protected by federal, state or local law.

This policy against unlawful harassment and discrimination applies to all persons (employees, volunteers, visitors, guests, vendors, etc.) and is intended to protect people from unlawful harassment and discrimination by anyone in connection with the performance of their job or volunteer role for the Association.

The Harassment Policy includes the following information:

- Definition of harassment
- What to do if you believe you are being harassed
- Escalation procedure

Definition of Harassment:

Harassment is any conduct, which includes, but is not limited to, the following behavior:

- Verbal conduct based on any protected characteristic, such as epithets, derogatory jokes, comments, slurs, threats or unwanted sexual advances, invitations or comments;
- Visual conduct such as inappropriate or offensive gestures, derogatory or sexually oriented posters, emails, voicemails or any other electronic content containing objectionable material, photography, cartoons, videos, or drawings;
- Physical conduct such as assault, unwanted touching, blocking normal movement, or physically (or the threat of physically) interfering with another person's work; and
- Retaliation for reporting or threatening to report harassment.

What to do if you believe you are being harassed:

- Tell the person to stop.
- If the behavior does not stop, report the behavior using the incident reporting/escalation procedures below.

II. ESCALATION PROCEDURES (Incident Reporting)

The escalation procedure is designed to accommodate the varied roles of volunteers and to give staff guidance should they encounter a situation where they believe they are being harassed. Staff and volunteers may use several options to report an incident. Volunteers either are assigned to a staff partner or have a primary contact with the organization. Once an incident has occurred, the volunteer should report this to the primary organizational contact or staff partner. A chapter staff member should report an incident to their chapter executive. A home office staff member should report an incident to their department head. If the staff member or volunteer does not feel comfortable with these options, they may call the Compliance Line. (800-390-8168).